



# TOWN OF ARLINGTON

## EQUAL OPPORTUNITY ADVISORY COMMITTEE

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TRICIA O'DONOGHUE, CHAIR  
BARBARA BOLTZ  
AUGUSTA HAYDOCK  
JACK JONES  
ADRIENNE MCCLURE  
HOWARD WINKLER

CARYN COVE MALLOY  
EQUAL OPPORTUNITY OFFICER

### Equal Opportunity Advisory Committee Meeting Minutes Wednesday, January 8, 2014 7:30 p.m.

Present: Tricia O'Donoghue, Chair, Caryn Malloy, Barbara Boltz, Howard Winkler, Augusta Haydock, Jack Jones  
Absent: Adrienne McClure

#### Minutes

Barbara Boltz moved approval of the November 13, 2013 meeting minutes as corrected.

SO VOTED

#### Current Job Openings

The Committee reviewed current job openings and discussed the high number (almost 200) of applications for the position of administrative assistant in the planning department.

Caryn Malloy also indicated that Treasurer Stephen Gilligan has asked for her to participate in the hiring process for Deputy Treasurer.

#### Current Bid Projects

The Committee finalized a letter to DeFelice Corporation, the company that has been awarded a contract to perform water and sewer rehab work for the Town. The Committee is experimenting with smaller capital projects (just over the \$200,000 threshold) by asking for a one-time minority and female composition of the employees of the company awarded the project rather than weekly payrolls. This is because on the smaller projects the workforce largely does not change from week to week.

#### School Diversity Task Group

Barbara Boltz reported that the group last met December 16, 2013. The schools, due to increased enrollments will need to be hiring more teachers; middle school class sizes are currently in the mid-30s. The SDTG will be sending out a flyer to be posted all over the area, including locations in Boston, encouraging minority candidates to apply.

The coffee for the faculty of color went very well. The Today's Students Tomorrow's Teachers program is going very well and is under new leadership. The next meeting of the group is set for February 3, 2014.

#### Other Business

The Chair asked if members had turned in their ethics notice receipts.

Augusta Haydock moved to adjourn the meeting at 8:17 p.m.

*Caryn C. Malloy*

Caryn Malloy  
Equal Opportunity Officer